

EEAS Vacancy Notice

Seconded National Expert in the Security and Defence Policy Directorate (SECDEFPOL.DMD)

Policy Officer - STRA DO (Space Threat Response Architecture - Duty Officer) in the Space Division (SECDEFPOL.5)

CO-FINANCED

AD level post

Job No 383342

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The Division "Space" (Secdefpol.5) of the EEAS assists the Special Envoy for Space¹ (SES) to support the space activities of the EEAS in their operational, diplomatic and policy dimensions.

The SES and Secdefpol.5 Division assist the HR and the EEAS Secretary General (SG) in their operational tasks. Firstly, in protecting the security and essential interests of the Union and its Member States by averting threats to security or mitigating serious harm to the essential interests of the Union or Member States related to the components of the Union Space Programme². Secondly, in ensuring the operational direction of the EU Satellite Centre (SatCen) on behalf of the HR, and acting as Tasking Authority³. Such operational tasks are performed by the Space Threat Response Architecture (STRA)⁴ team within the Secdefpol.5 Division and under a direct chain of command to the HRVP, through the Managing Director for Common Security and Defence Policy (MD CSDP).

Furthermore, the SES and the Secdefpol.5 Division contribute to the development and implementation of the Strategic Compass through the development of the Space Strategy for Security and Defence and expert advice on security aspects of the EU space components of the EU space programme. They also develop and coordinate EU positions regarding space safety, security and sustainability in multilateral fora (mainly the UN) as well as contribute to international dialogues, along with the Commission, on aspects related to security in and from space. Finally, the SES chairs the SatCen Board and Secdefpol.5 Division is responsible for managing the secretariat of the Board.

We propose:

The position of STRA DO (Space Threat Response Architecture-Duty Officer) – Policy Officer. We offer a dynamic working environment with a varied and challenging portfolio. Under the authority of the Special Envoy for Space/ Head of the Space Division, the Policy Officer – STRA DO is expected to perform the following functions and tasks:

¹ The function of Special Envoy for Space was created by the HR in 2015

² Council Decision (CFSP) 2021/698

³ Council Decision 2014/401/CFSP

⁴ Embedded in the Division "Space"

Functions and Duties:

- 1) Contribute to supporting the HR in the operational responsibilities by taking part in the 24/7 on call duty on a weekly rolling basis and by fulfilling the related tasks;
- 2) Support the SES with space security expertise;
- 3) Collaborate with the European Commission and Council services in space-related areas such as EU space components of the EU space programme, Union secure connectivity (IRIS²), Space Traffic Management;
- 4) Prepare position papers, contributions, briefings and speeches on space policy matters, in particular space for security and defence, including the peaceful use of space;
- 5) Prepare for, attend and report on meetings of Council preparatory bodies, Commission expert groups, European Parliament committees and related working groups on space policy, in particular space for security and defence, and report on the results;
- 6) Participate in conferences, multilateral meetings, seminars and other events on space policy, in particular concerning space for security and defence.

We are looking for:

A Policy Officer with a strong policy, technical and operational background in space and security to:

- a) support the Special Envoy for Space/ Head of the Space Division in the implementation of his/her duties related to space for security and defence in his/her area of technical expertise;
- b) as a member of the STRA-DO team, take part in the 24/7 on-call duty.

Legal basis:

This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union⁵ or, where justified in the interests of the service, professional training of an equivalent level.⁶;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;

⁵ Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 (OJ L 56, 4.3.1968, p.1) and successive amendments.

⁶ Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

- d) Have a security clearance of minimum level **SECRET UE/ EU SECRET** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;
- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

A. Qualifications and experience required

- University diploma in international relations, space policy, security policy, defence or related areas;
- Relevant experience of at least 5 years in the above mentioned areas at institutional level, including operational experience;
- Analysis and reporting on technical subjects;
- Knowledge of EU institutions and related decision processes, CFSP/CFSD and EU external action;

B. Security clearance

National security clearance at SECRET UE/ EU SECRET level is indispensable for the job. Such clearance needs to be obtained from the competent authorities before secondment to the European External Action Service. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

C. Skills required

- have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- have excellent drafting and communication skills;
- have excellent negotiating skills in a multinational environment;
- have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment;
- good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.

D. Languages

- A thorough knowledge (capacity to write and speak) of English and a working-level knowledge of French is required.

E. Personal Qualities

- maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties;
- possess a dynamic, motivated and flexible personality. Be able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

Equal opportunities

The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Candidates with disabilities are invited to contact SNE-CSDP@eeas.europa.eu in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

Conditions of secondment

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Duration of the secondment: Initial period up to two years, renewable up to 4 years.

Co-financed SNEs shall be entitled to:

- daily allowance (**39.34€/per calendar day for the distance 0-150km or 157.35€/calendar day for the distance >150 km⁷**) throughout the period of secondment;
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (**between 0 to 887.90 €/month⁸**);
- where applicable - the allowance in force within the EEAS for standby duty (art.11§4⁹);
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

The EEAS will cover:

- costs of professional travels (missions) incurred by the SNE posted in the EEAS HQ;
- accident insurance 24/7 for SNE (not family members).

Other costs such as removal costs, salary, insurance, schooling (other than the European School fee), etc. shall not be covered by the EEAS.

Vacancy available from: immediately

Place of secondment: Brussels, Belgium

⁷ Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 ADMIN(2022) 79 of 19/12/2022

⁸ Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2022) 79 of 19/12/2022

⁹ Decision HR DEC(2014) 01 of 4 February 2014, art 11, paragraph 4

For further information, please contact:

Administrative questions: SNE-CSDP@eeas.europa.eu

Selection and profile related questions: Carine Claeys, Head of Division, +32 2 584 5811;
carine.claeys@eeas.europa.eu
